

Date

State of California  
Department of Water Resources  
Attention: Earl Nelson, Flood Protection Corridor Program Manager  
3310 El Camino Avenue, Room 110  
Sacramento, CA 95821

RE: SAP Contract No. \_\_\_\_\_ - Invoice No. \_\_\_\_\_

Dear Mr. Nelson:

Pursuant to the above contract, the Grantee requests the remittance below to cover costs associated with the construction of the "Project" from the period \_\_\_\_\_, 2005 through \_\_\_\_\_, 2005. Enclosed is the associated Project Progress Report that provides the detail for the invoice amount. Please remit \$ \_\_\_\_\_ to the Grantee at:

Grantee's Address

The requested amount represents costs incurred under the following budget categories detailed on Exhibit C of SAP Contract No. \_\_\_\_\_ between DWR and the Grantee:

2.0 Project Implementation

2.1 Primary Construction Activity

Flood Control Component	\$200,000.00
Environmental Restoration/Enhancement Component	100,000.00
General Project Component	10,000.00
Total this invoice:	<b>\$310,000.00</b>

Thank you for your attention to this request. If you have any questions, please contact me at (XXX) XXX-XXXX.

Sincerely,

\_\_\_\_\_

Grantee Representative  
Title

Project Title

SAP Contract No. \_\_\_\_\_

Progress Report for the period of  
\_\_\_\_\_, 2005 to \_\_\_\_\_, 2005

The following information is provided as an indication of the significant events, milestones, and progress accomplished by the Grantee in pursuit of the implementation of the above referenced project. Tasks listed below correspond to those detailed in Exhibit B (Scope of Work) and Exhibit C (Budget and Timeline of the contract with the Department of Water Resources (DWR) noted above.

**Task 1.0: Project Management and Administration**

1.1

- Concluded process to finalize State Contract No. \_\_\_\_\_ with DWR pertaining to the \$ \_\_\_\_\_ Flood Protection Corridor Program (FPCP) grant.
- DWR approved proposed Plan to Minimize Impacts to Adjoining Property Owners for project.

1.2

- Periodic status meetings with City/Agency staff, consultant, and contract project manager were conducted throughout the reporting period.

1.3

- No reportable activity

**Task 2.0: Project Implementation**

2.1 The following construction activities by budget category occurred during the reporting period:

Flood Control - Approximately 75% of the earthwork (grading) for the facility has been accomplished. The primary detention basin is substantially formed with work continuing on the creation of the meandering stream channel and various shelves/swales along the edges of the main basin.

Environmental Restoration/  
Enhancement Component - Substantial progress was made in the development of a variety of the habitat areas including the various wetlands, vernal pools, pond and marsh areas, the oak woodland areas, and the grassland meadow area. Work included the initiation of fine grading and topsoil placement in the wetland areas and vernal pools; installation of the fill system in the pond and marsh area; initiation of the installation of the irrigation system; and planting activities in both the oak woodland and grassland areas.

General Project - General Project construction activities undertaken during the reporting period consist of geo-technical testing relative to the creation and compaction of the drainage basin and construction survey work.

**Task 3.0: Reporting**

3.1

- Prepared the required progress report to accompany Invoice No. \_\_\_\_\_ for the project.

3.2 - 3.5

- No reportable activity

**Task 4.0: Post Construction Project Maintenance**

No reportable activity

Respectfully Submitted:

\_\_\_\_\_  
Grantee

\_\_\_\_\_  
Date